**ALEXANDER CITY SCHOOLS**

JOB DESCRIPTION

**JOB TITLE:** Instructional Coach

**REPORTS TO:** Assigned Principal(s) and Curriculum Supervisor

**Supervises:** N/A

**JOB GOAL:**

To assist teachers in implementing targeted teaching practices selected to accelerate student achievement

**QUALIFICATIONS:**

1. Bachelor’s Degree or higher from an accredited institution
2. A valid Alabama State teaching certificate in one of the following areas: early childhood, elementary, or middle/secondary
3. Must meet No Child Left Behind (NCLB) Highly Qualified (HQ) requirements at the early childhood, elementary, or middle/secondary level
4. Minimum of 3 years successful teaching experience
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PERFORMANCE RESPONSIBILITIES:**

1. Works collaboratively with other members of the school faculty to implement, strengthen, and support student centered instruction and intervention in grades K-12.
2. Demonstrates a high level of skill in coaching and instruction in all tiers of instruction within the RtI (Response to Instruction) framework.
3. Uses age-appropriate, strategic instruction in all tiers of instruction including student use of technology, to improve student achievement.
4. Works collaboratively with other members of the school faculty to monitor, analyze, and use data daily in all tiers of instruction to assist in making decisions for improved teaching and learning.
5. Plans and/or facilitates professional learning to improve instruction and student learning in grades K-12.
6. Utilizes a variety of coaching strategies to differentiate support (grade level, departmental and vertical team meetings; individual and peer coaching; and modeling).
7. Uses a collaborative approach to determine, design, and deliver professional development.
8. Exhibits strong communication skills.
9. Demonstrates depth of content knowledge and a strong commitment to the improvement of teaching practices.
10. Participates in school co-curricular programs and district program improvement efforts that support the district strategic plan.
11. Demonstrates a high degree of professionalism and ethics, and works cooperatively with the Board, the Superintendent, other administrators, board employees, parents, and students.
12. Implements professional learning plan and maintains proper certification.
13. Maintains accurate, complete and correct records as required by law, board policy and school principal and submits records and reports in a timely manner.
14. Models appropriate personal characteristics and work habits that are consistent with personal development goals established for students.
15. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
16. Implements and follows the Alabama Quality Teaching Standards developed by the Alabama State Department of Education.
17. May instruct students in small group intervention.
18. Assumes responsibility to perform any other tasks assigned by the principal(s).

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system’s approved compensation plan. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

***It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment.***

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Revised: May 2015